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United States Coast Guard

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COMDTINST 3800.2
JUL 19 2001

COMMANDANT INSTRUCTION 3800.2

Subj: U. S. COAST GUARD INTELLIGENCE REQUEST FOR INFORMATION (RFI) AND
        PRODUCTION REQUIREMENTS (PR) POLICY AND PROCEDURES

Ref: (a) Coast Guard Intelligence Manual, COMDTINST S3800.1

1. PURPOSE. To amplify the policy in reference (a), and describe U. S. Coast Guard procedures for
   submitting, processing, tracking and satisfying intelligence Requests for Information (RFI) and
   Production Requirements (PR). This Instruction discusses responsibilities and functions, and applies to
   all U. S. Coast Guard units and staffs with Secret Internet Protocol Router Network (SIPRNET) access
   and have requirements for intelligence.

2. ACTION. Area and district commanders, commanding officer, Intelligence Coordination Center, and
   Headquarters office chiefs and special staff divisions shall ensure compliance with the contents of this
   Instruction.

3. DIRECTIVES AFFECTED. This Instruction incorporates the policy and guidance promulgated in
   reference (a).

4. BACKGROUND.

   a. Reference (a) prescribes basic policy and procedures for Production Management and RFI
      Preparation Procedure.

   b. Reference (a) and this Instruction provide policy for the submittal and processing of intelligence
      information requirements and to provide an answer that best satisfies the requestor's needs. Every
      RFI/PR must be acknowledged and acted upon (with feedback provided to the originator), and
      monitored through the entire process to ensure requestor satisfaction.

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NON-STANDARD DISTRIBUTION:

    c. The policy and procedures outlined in reference (a) and this Instruction are designed to manage the U. S. Coast Guard intelligence production process.

    d. Community On-Line Intelligence System for End-Users and Managers (COLISEUM) has been developed and fielded to provide an on-line, automated RFI/PR management tool and provides numerous research and status functions.

    e. COLISEUM is the U. S. Coast Guard's intelligence application that links Area Intelligence, District Intelligence, Intelligence Coordination Center (ICC) and Commandant (G-OCI) into a common RFI/PR architecture, significantly enhancing interoperability.

    f. An RFI is a ad hoc requirement for information. It does not imply specific action (e.g., collection, production, or dissemination) on the part of the requestor.

    g. A PR is a RFI that cannot be satisfied by available finished intelligence and has to be validated and assigned to a production center for production.

    h. An RFI becomes a PR when the appropriate command validates it.

5. DISCUSSION. All RFI/PRs will be managed via COLISEUM SIPRNET. Districts, Areas, ICC, and Commandant (G-OCI) will enter RFI/PR's for themselves and subordinate units who do not have access to COLISEUM (or SIPRNET).

    a. Coast Guard management of COLISEUM resides at ICC.

    b. A responsive RFI/PR process is dependent upon each U. S. Coast Guard intelligence office actively participating in the RFI/PR management and validation process.

    c. The goal is a streamlined, effective, and efficient validation system responsive to operational requirements and based upon the precepts that intelligence is provided.

        (1) To meet the most pressing needs first;

        (2) By the lowest echelon of command where available;

        (3) In response to mission requirements;

        (4) To identify gaps in production or production capability.

6. RFI/PR PROCEDURES. A RFI/PR should be submitted any time there is a perceived information gap (e.g., production, collection, dissemination). Prior coordination with the appropriate Coast Guard

intelligence production center (within the chain of command) is encouraged and should be reflected in the RFI/PR submission.

a. The requestor will ensure that the RPI/PR clearly specifies and delineates the perceived need, and exceeds the local intelligence resources available.

b. RFI/PR requests should be singular in subject.

c. RFI/PRs will be entered into COLISEUM-SIPRNET on the Coast Guard Intelligence Support System and will be forwarded electronically first through the Area Collection Production Managers and if deemed necessary to ICC.

d. RFI/PRs must be stated in such a manner that the overall classification does not exceed the Collateral Secret classification level. All RFI/PRs that must be classified above Collateral Secret may be submitted to ICC via COLISEUM-SCI network or a message as a last resort.

7. <u>RESPONSIBILITIES</u>. COLISEUM is web-based and provides for on-line RFI registration, on-line user registration, and on-line training.

   a. <u>General</u>. Coast Guard intelligence personnel can register on-line per command policy. All users should be knowledgeable with the provisions of reference (a), this Instruction and COLISEUM instructions.

   b. <u>Requestor</u>. The requestor begins the process by identifying a perceived intelligence deficiency or task pertinent to the command's mission.

      (1) The requestor submits this requirement via COLISEUM SIPRNET.

      (2) Prior coordination with the appropriate intelligence production center is encouraged.

      (3) The requestor ensures that all required information is provided within the RFI/PR.

   c. <u>Area Intelligence Staffs</u>. Area intelligence staff manages the RFI/PR program for their area and supported districts on a day-to-day basis.

      (1) Each Area will provide a Production Management Officer responsible for:

         (a) Validating all RFI/PRs.

         (b) Splitting the RFI/PR if it has been partially satisfied or contains multiple Intelligence Functional Codes/topics under the purview of more than one primary production center.

         (c) Coordinating with ICC/Commandant (G-OCI) on all non-routine and questionable RFI/PR requirements.

(d) Forwarding RFI/PR to ICC when it cannot be satisfied with existing resources.

(e) Rejecting the RFI/PR within the COLISEUM system if RFI is to be rejected.

(2) Each Area will conduct a monthly review of Area/District production to ensure products have been properly posted and hyper-linked to the appropriate RFI/PR within COLISEUM SIPRNET.

d. U. S. Coast Guard Office of Intelligence, Commandant (G-OCI). Establishes U. S. Coast Guard production policy, conducts planning, and provides guidance consistent with Program goals. Commandant (G-OCI) will:

(1) Serve as the final broker for U. S. Coast Guard RFI validation.

(2) Provide a quarterly report to Program Manager (with copies to Production Managers at ICC, Areas and Districts) on status of Coast Guard Intelligence program production.

(3) Represent U. S. Coast Guard in national, service, and allied forums concerning the Department of Defense Intelligence Production Program (DODIPP).

(4) Ensure that adequate COLISEUM training is provided.

e. ICC manages the U. S. Coast Guard RFI/PR program and U. S. Coast Guard DODIPP production requirements on a day-to-day basis. The ICC will:

(1) Manage COLISEUM.

(2) Designate a Production Manger.

(3) Validate all RFI/PRs.

(4) Split the RFI/PR if it has been partially satisfied or contains multiple IFCs/topics under the purview of more than one primary production center.

(5) Coordinate with Commandant (G-OCI) on all non-routine and questionable RFI/PR requirements.

(6) Forward RFI/PRs that cannot be fulfilled internally by the Coast Guard to DODIPP community for validation and tasking.

(7) Reject the RFI/PR within the COLISEUM systems if RFI/PR is to be rejected.

(8) Conduct a monthly review of U. S. Coast Guard production to ensure products

have been properly posted and hyper-linked to the appropriate RFI/PR within COLISEUM SIPRNET.

8. <u>POINT OF CONTACT.</u> Intelligence Planning and Management Divison, Office of Intelligence Ellen McCarthy at (202) 267-2127.

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